



CITY OF HOUSTON

Job Posting

Applications accepted from:

ALL PERSONS INTERESTED

Job Classification

PUBLIC HEALTH NURSE III

Posting Number

PN# 112434

Department

Health & Human Services

Division

Neighborhood Services

Section

Public Health Preparedness

Reporting Location

8000 N. Stadium Dr., 3rd Floor

Workdays & Hours

M – F, 8 a.m. – 5 p.m.*

*Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Under general supervision provides direct nursing care and health nursing services in a health center, mobile unit, hospital or patient's home. Coordinates nursing activities and assists with planning and administration.

CORE FUNCTIONS

- Participates and assists with emergency preparedness planning and evaluation of emergency preparedness program.
- Participates in developing clinical and administrative policies and procedures.
- Assists with policies, procedures, and standing delegation orders for emergency preparedness.
- Conducts trainings to educate the community and HDHHS on health preparedness.
- Participates with compliance of grant standards, deliverables, and performs quality improvement activities.
- Assists with implementing plans to train staff and to evaluate their performances.

WORKING CONDITIONS

The position routinely requires lifting of moderately heavy items, such as typewriters or records boxes (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires graduation from an accredited school of nursing. A Bachelor of Science degree in nursing is preferred.

MINIMUM EXPERIENCE REQUIREMENTS

Three years of experience as a practicing registered nurse are required. A Master degree of Science in Nursing, a license to practice as a registered nurse in the State of Texas, and one year of nursing experience may be substituted for the experience requirement.

MINIMUM LICENSE REQUIREMENTS

A valid Texas Driver's License in compliance with the City of Houston's policy on driving (AP 2-2) and a license to practice as a registered nurse in the State of Texas.

PREFERENCES

- Emergency preparedness experience.
- Bilingual preferred (English/Spanish).
- Strong oral, written, and organizational skills.

SELECTION/SKILLS TESTS REQUIRED

None

SAFETY IMPACT POSITION

☒ Yes ☐ No

This position is subject to random drug testing and if candidate is promoted into this position, he/she must pass an assigned drug test.

SALARY INFORMATION

GRANT FUNDED POSITION

Grant positions are dependent upon continued available funds. If funding is no longer available, employee may be laid off or transferred. Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range is:

Salary Range - Pay Grade 21

\$1, 476 - \$2, 257 Biweekly \$38, 378 - \$58, 682 Annually

OPENING DATE

August 9, 2006

CLOSING DATE

Open Until Filled

APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 794-9142. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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